

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY GARRISON FORT DIX
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000**

AFRC-FA-FPS-M (500-5a)

22 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: RC Unit Mobilization Station Coordination Conference

1. References:

- a. FORSCOM Reg 500-3-1, Forces Command Mobilization and Deployment Planning System.
- b. FORSCOM Reg 500-3-3, RC Unit Commander's Handbook.
- c. FORSCOM Reg 500-3-4, Installation Commander's Handbook.
- d. Fort Dix Mobilization Plan.

2. Per references c and d, Fort Dix, as a Power Projection Platform (PPP) is required to conduct mobilization station coordination conferences in accordance with the following schedule:

- a. *RC Commander's/Unit Conference - Saturday - 9 JAN 05
5 MAR 05
4 JUN 05
10 SEP 05
- b. *Special Conference - Saturday - 4 DEC 05

* The above dates are aligned to the Garrison Support Unit (GSU) drill dates.

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3. US Army Fort Dix, Strategic Mobility Division (SMD), Force Projection Directorate (FPD), conducts a one day RC Unit Commander's Mobilization Station Coordination Conference and a one day triennial Unit Mobilization Station Coordination Conference in accordance with mobilization conference agenda provided in the enclosed document.



RC Cdrs Mob Conf
Agenda.doc

4. Per references a and b above:

a. RC units are required to attend a Mobilization Station Coordination Conference at their assigned mobilization station triennially.

b. RC unit commanders are required to attend a conference within nine months of assuming command. RC Commanders must attend in order to receive credit.

c. RC units are required to attend a mobilization conference within three months upon change of assigned mobilization station.

5. The conference will be conducted from 0800-1600 on the dates indicated. Conference location is the Command Conference Room, Bldg 5435, 6th St. and Alabama Ave, Fort Dix, New Jersey. Duty uniform for the conference is BDU/inclement weather gear.

6. RC units are requested to schedule attendance at the conference through their assigned RRC or JFHQ-ST. RRCs and JFHQ-STs are requested to submit a request for RC units to attend subject conference to the Force Projection Directorate, Strategic Mobility Division, Fort Dix, New Jersey 08640 thirty (30) days prior to desired conference date. Units will schedule their billeting requirements with Fort Dix Billeting Office (609-562-6367/4849 or Doughboy Inn (609) 562-6663.

7. Fort Dix normally conducts RC Mobilization Station Conferences for 5 or more units. When there are less than five units Fort Dix will either re-schedule units for the next scheduled quarterly conference or coordinate a date and time to conduct a one-on-one conference with a unit

SUBJECT: RC Unit Mobilization Station Coordination Conference

8. The points of contact for this action at Fort Dix are Mr. Laraway or LTC Burns at commercial 609-562-2792/3012, DSN 944-2792/3012 or e-mail john.laraway@dix.army.mil or <mailto:andrew.burns@dix.army.mil>.

FOR THE COMMANDER:

1 Encl

Signed

KENNETH P. LEGRICE
Director
Force Projection Directorate

DISTRIBUTION:

Cdr, Ft Dix

Garrison Manager

FPD, SMD Opns

FPD, SMD Security

FPD, CRD

1/309th TSBN

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Cdr, 1079th GSU, ATTN: Opns NCO

Cdr, First US Army, ATTN: AFKA-OPM, Fort Gillem, Forest Park, GA 30050-7000

Cdr, 77th RSC, Ft Totten, Flushing, NY 11359-1016

Cdr, 88th RSC, 506 Roeder Circle, Ft Snelling, MN 55111-4009

Cdr, 94th RSC, 695 Sherman Ave, Ft Devens, MA 01433-4000

Cdr, 99th RSC, 5 Lobaugh St., Oakdale, PA 15071-5001

The JFHQ-Adjutant General, Connecticut, 360 Broad St., Hartford, CT 06105-3795

The JFHQ-Adjutant General, Delaware, First Regiment Rd, Wilmington, DE 19808-2191

The Adjutant General, District of Washington, D.C., 2001 East Capitol St, Washington, D.C. 20003-1719

The JFHQ-Adjutant General, Indiana, 2002 S. Holt Rd, Indianapolis, IN 46241-4839

The JFHQ-Adjutant General, Massachusetts, 25 Haverhill St., Reading, MA 01867-1999

The JFHQ-Adjutant General, Maryland, 5th Regiment Army, Baltimore, MD 21201-2288

The JFHQ-Adjutant General, Michigan, 2500 S. Washington Ave., Lansing, MI 48913-5101

The JFHQ-Adjutant General, New Jersey, Eggert Crossing Road, CN 340, Trenton, NJ 08625-0340

SUBJECT: RC Unit Mobilization Station Coordination Conference

The JFHQ-Adjutant General, New York, 330 Old Niskaguna Road, Latham, NY 12110-22243

The JFHQ-Adjutant General, Ohio, 2825 W. Dublin Granville Road, Columbus, OH 43235-2789

The JFHQ-Adjutant General, Pennsylvania, Dept of Military Affairs, Annville, PA 17003-5002

The JFHQ-Adjutant General, Rhode Island, 645 New London Ave., Cranston, RI 02920

The JFHQ-Adjutant General, Tennessee, P.O. Box 41502, Nashville, TN 37204-1501

The JFHQ-Adjutant General, West Virginia, 1703 Coonskin Drive, Charleston, WV 25311-1085

The JFHQ-Adjutant General, Virginia, 600 East Broad Street, Richmond, VA 23219-2317